



Information Management

**THE AIR FORCE PUBLICATIONS AND
FORMS MANAGEMENT PROGRAMS--
NUMBERING PUBLICATIONS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This volume prescribes the Air Force Publications Numbering system for standard publications and periodicals. It implements AFPD 37-1, *Air Force Information Management*. It applies to all Air Force people who work with publications. Send comments and suggested improvements on AF Form 847, **Recommendation for Change of Publication**, through channels, to SAF/AAIP, 170 Luke Avenue, Suite 300, Bolling AFB DC 20332-5113. Any organization may supplement this volume. Major commands (MAJCOM), field operating agencies (FOA), and direct reporting units (DRU) send one copy of their supplement to SAF/AAIP, 170 Luke Avenue, Suite 300, Bolling AFB DC 20332-5113; other commands furnish one copy of each supplement to the next higher headquarters.

SUMMARY OF REVISIONS

This revision makes the manner in which supplements are expressed consistent with other volumes of this instruction (paragraph 3.2.), and adds additional guidance pertaining to recurring periodicals (paragraph 3.4.).

1. Glossary of Abbreviations and Acronyms. See Attachment 1.

2. Background Information on Numbering Publications. Publications series numbers correspond to nine functional areas. This numbering system links organization, Air Force Specialty Classifications, policies, and procedures. The first two numbers of a publication refer to the series; a control number follows the hyphen; e.g., 37-160. Assign series numbers according to the rules in this volume. See paragraph 3.1. for assigning control numbers.

2.1. Use of Series. Writers (offices of primary responsibility) use one of the series described in this instruction when creating a publication, whether it be a standard, periodical, or special publication.

2.2. Series Descriptions. The series descriptions listed in attachment 2 come from the Secretariat, Air Staff, MAJCOM, FOA, or DRU offices of collateral responsibility (OCR) for departmental publications. These organizations must approve any changes or additions.

3. Assigning Numbers:

3.1. Standard Publications. Using attachment 2, choose the series number whose description most closely matches your subject. The publications manager assigns the control number. Air Force Instruction (AFI) control numbers reflect the connection between AFIs and their parent Air Force Policy Directives (AFPD). So, if the parent AFPD is numbered AFPD 37-1, the AFIs that follow will carry the numbers 37-101, 37-102, 37-103, and so on. For other publication types, control numbers start with 1 for each series and continue in sequence. SAF/AAIP assigns all control numbers for departmental publications.

3.2. Supplements. For supplements to higher headquarters publications, repeat the basic publication number. Next, designate the supplementing headquarters using an abbreviation. Finally, add the supplement number (if used)(see AFI 37-160, volume 1, paragraphs 2.10.6 and 3.64). For example, an Air Force Space Command (AFSPC) supplement to this instruction would receive this number: AFI 37-160V6 (basic publication number)/AFSPCS1 (supplementing headquarters abbreviation) and 1 (supplement number); that is, AFI 37-160V6/AFSPCS1.

3.3. Staff Digests and Bulletins. Number staff digests and bulletins in sequence, starting with the Arabic number 1 at the beginning of each calendar year.

3.4. Recurring Periodicals (RP). Start control numbers with 1 for each series. For example, the first periodical in the 37 series from HQ USAF would be AFRP 37-1; the first one from HQ ACC would be ACCRP 37-1. Use the letters RP to distinguish recurring periodicals from pamphlets. You may also show number, month, season, or volume number. Show a magazine's or newsletter's periodical number on the front cover, first page, or masthead. Read AFI 37-160, volume 4, *The Air Force Publications and Forms Management Programs--Air Force Periodicals and Nonrecurring Pamphlets*, for more details on RPs.

3.5. Special Publications. Use the appropriate publication series designation to number special publications. See AFI 37-160, volume 1, *The Air Force Publications and Forms Management Programs--Developing and Processing Publications*, for guidance.

4. Reusing Control Numbers. Do not use a canceled control number for a specific publication type for at least 1 year after it has been discontinued. Give different control numbers to different types of standard publications (except operating instructions) in the same series. If two publications in the same series have the same control number, assign a new number to the one revised first.

5. Converting Publications to a New Series. If SAF/AAIP adds or changes a series in attachment 2, do not reissue existing publications just to change their series numbers or titles. Wait until further changes are needed.

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Attachment 1

GLOSSARY OF REFERENCES, ABBREVIATIONS, AND ACRONYMS

References

AFPD 37-1, *Air Force Information Management*

AFI 37-160, volume 1, *The Air Force Publications and Forms Management Programs--Developing and Processing Publications*

AFI 37-160, volume 4, *The Air Force Publications and Forms Management Programs--Air Force Periodicals and Nonrecurring Pamphlets*

Abbreviations and Acronyms

AFI—Air Force Instruction

AFPD—Air Force Policy Directive

AFR—Air Force Regulation

AFSPC—Air Force Space Command

ARC—Air Reserve Component

C-E—Communication-Electronic

C²W—Command and Control Warfare

C⁴—Command, Control, Communications, and Computers

DoD—Department of Defense

DRIS—Defense Regional Interservice Support

DRU—Direct Reporting Agency

FAR—Federal Acquisition Regulation

FOA—Field Operating Agency

MAJCOM—Major Command

MTF—Medical Treatment Facility

MWR—Morale, Welfare, and Recreation

NAF—Nonappropriated Funds

NATO—North Atlantic Treaty Organization

OCR—Office of Collateral Responsibility

OPSEC—Operations Security

PAD—Point Air Defense

PPBS—Planning, Programming, and Budgeting System

PRIME BEEF—Base Engineer Emergency Force

RED HORSE—Rapid Engineer Deployable Heavy Operational Repair Squadron, Engineer

RP—Recurring Periodical

SHORAD—Short Range Air Defense

SIOP—Single Integrated Operational Plan

S&T—Science and Technology

TACS—Theater Air Control Systems

T&E—Test and Evaluation

USA—United States Army

USAF—United States Air Force

USAFA—United States Air Force Academy

Attachment 2

SERIES DESCRIPTIONS

Series Number, Title, and Description

10--Operations--Publications in this series govern policy and procedures on operations, and include these subjects:

- Unit mission directives
- Air Reserve Component (ARC) forces
- Operational readiness operations and mobilization planning
- Basing actions
- Mission needs and operational requirements
- Command and control warfare (C2W), support to civil authorities
- Civilian use of US Air Force airfields
- Operations security (OPSEC)
- Command post and other emergency/contingency planning actions and programs
- Electronic combat
- Electronic countermeasures with United States and Canada
- Tactical deception
- Spectrum interference resolution
- Security for the Single Integrated Operational Plan (SIOP) and reconnaissance programs.

11--Flying Operations--This series guides policies and procedures on flight operations conduct, flying-hour program, and life support. It includes weather for aircrews, flight publications, cockpit signals, participation in aerial events, weapons director procedures, and wear of MC-1 survival knife.

13--Space, Missile, Command, and Control--These publications cover policies and procedures for theater air control systems, and include these subjects:

- Deployable radar and nonradar equipped Theater Air Control Systems (TACS) elements, both airborne and ground-based.
- Management of air traffic control facilities, airfield management, special use airspace, and weapons training ranges.
- Responsibilities for tactical air control parties and forward air controllers, air operations centers, air support operations centers, air control squadrons, antihijacking procedures, overdue aircraft, and base-level aviation support services.

14--Intelligence--This series defines policies and procedures on a great range of intelligence activities. It includes these types of publications:

- Policies on doctrine development and planning in Service and joint-planning systems

- Management policies addressing foreign materiel exploitation, oversight of intelligence activities, and resources employed in functions governed by intelligence
- Collection, production, and application policies to:
 - Identify, validate, and document intelligence requirements.
 - Identify responsibilities for collection, production, targeting, and mapping, charting, and geodesy
 - Monitor information sharing and customer satisfaction
 - Highlight changes, and update as necessary
 - Support system acquisition
- Security policies on information sharing, training to prevent unauthorized disclosures of information, and reporting of security violations

15--Weather--This series gives policies, procedures, and technical guidance on atmospheric and space environmental support provided to United States Air Force (USAF), United States Army (USA), National programs, the Reserve and Guard activities of the USAF and USA, unified and specified commands, and other military and Government agencies. Includes policies and procedures on:

- Ground and upper air weather observations, analyses, and forecasts
- Weather radar observations, meteorological techniques, and climatology
- Weather modification
- Solar, ionospheric, and geomagnetic observations, analyses, and forecasts

NOTE: Place publications on weather for aircrews in the 11 series.

16--Operations Support--This series covers policy and procedural guidance on various operations support issues. Includes these subjects:

- International Affairs--Politico-Military and Security Assistance. Addresses the following:
 - Politico-military affairs
 - Security assistance management
 - Joint security assistance training
 - Technology and information transfer
 - Disclosure policy and related activities
 - Attachaffairs
 - Officer exchange programs
 - Professional military education and United States Air Force Academy (USAF A) positions offered to foreign countries
- Programming. Addresses such subjects as:
 - Priority assignments for material resources
 - Program management and movement of Air Force units

--- Aerospace vehicles

--- Worldwide programming, assignment, transfer, distribution, accounting, and termination

-- Special Access Programs. Addresses security administration of special access programs

-- Arms Control. Explains how to implement and comply with arms control agreements

20--Logistics--This series guides policies and procedures on supply, transportation, maintenance, and logistics plans organizations. Includes policy that:

-- Provides the baseline for logisticians at all subordinate echelons

-- Identifies crucial logistics goals and develops road maps to achieve them

-- Links the planning and programming efforts necessary to address these logistics support issues and advocates for them through the biennial Planning, Programming, and Budgeting System (PPBS)

-- Outlines a vision for improving support

NOTE: Publications on logistical policies and planning criteria, for specific subjects such as transportation, supply, and maintenance should go in the series covering that subject.

21--Maintenance--This series covers policies and procedures on aircraft maintenance, avionics, and munitions activities. It addresses:

-- Quality control.

-- Inspection.

-- Supervisory and technical responsibilities regarding aircraft, avionics, munitions equipment, and components.

-- Supervisory and technical responsibilities for nuclear, explosive, toxic, chemical-biological, and incendiary devices.

-- Munitions, including bombs, warheads, mines, guided missiles and rockets, reentry vehicles, solid propellants, and ammunition.

-- Training in aerial bombing, gunnery, rocketry and missilery.

-- Advising on installations defense, disaster preparedness, and tactical employment of aerospace munitions.

23--Supply--Publications in this series give policy and procedures on supply operations, and include the following topics:

-- Requisitioning, receiving, and issuing supplies and fuels.

-- Managing the inventory, to include fuels.

-- Accounting for property.

-- Controlling stock.

-- Redistributing or disposing of personal property the Air Force no longer needs. This includes excess local equipment and excess Security Assistance Program equipment and supplies returned to the Air Force for sale.

24--Transportation--Transportation publications give policy on all aspects of Air Force transportation. Includes the following subjects:

- Transportation facilities
- Motor vehicle management activities
- Packing, crating, and marking of freight to meet shipping requirements
- Movement of materiel, personnel; and personal property
- Spending transportation funds
- Use of transportation equipment
- Evaluation and analysis of transportation systems
- Use of modern documentation and data automation techniques
- Movements by air and surface military and commercial carriers
- In-transit losses
- Shortages and damage to materiel and personal property
- Transportation accidents
- Logistic phasing
- Contractual transportation
- Responsibilities for motor vehicles

25--Logistics Staff--These publications cover all aspects of logistics planning in support of combat and contingency operations, including policies and procedures on:

- Ensuring consistency among Air Force, Joint Staff, and Department of Defense planning documents for the various logistics disciplines such as:
 - Aircraft and munitions maintenance
 - Space logistics
 - Supply
 - Transportation
 - Communication-electronic (C-E) equipment
 - Maintenance
 - Fuels and energy management
- Management responsibility for the Defense Regional Interservice Support (DRIS) program.
- Functional management for the 251X0/25XX career field.
- Oversight of international logistics matters (such as Defense Planning Questionnaire, and War Reserve Stocks of Allies) pertaining to the North Atlantic Treaty Organization (NATO), the Middle East, South-west Asia, and the Western Hemisphere

NOTE: Publications cover logistical policies and planning criteria for specific subjects as transportation, supply, and maintenance, should go in the series covering the subject.

31--Security--These publications give policy and procedures on the protection of USAF warfighting resources, and include these subjects:

- Weapon systems (aircraft and missiles), nuclear weapons, designated support systems, warning systems, and command and control systems
- Security police activities
- Law enforcement mission
- Protection of resources
- Traffic administration
- Confinement, corrections, rehabilitation, and correctional custody
- Use of military working dogs
- Antiterrorism
- Security police equipment management
- Cooperation with civilian law enforcement
- Off-installation enforcement
- Air base defense operations (including organizing, training, and equipping organic ground defense forces)
- Organic USAF Point Air Defense (PAD) and Short Range Air Defense (SHORAD) operations
- Prisoners of war
- Classifying and safeguarding classified information
- Investigations, clearances and program requirements
- Industrial security
- Acquisition security

32--Civil Engineering--These publications guide policy and procedures on all aspects of Air Force Civil Engineering, including management of real property assets. They treat:

- Contracting, design, construction, repair, and renovation
- Acquisition and transfer
- Management and maintenance
- Fire protection management
- Planning and management of contingency and wartime activities (including all RED HORSE, Prime BEEF, Air Base Operability, and Disaster Preparedness)
- Government-owned or controlled housing used by the Air Force

-- Implementation of National policy goals for environmental restoration, compliance, pollution prevention, planning, and cultural and natural resource protection

33--Communications--These publications guide policy and procedures on all aspects of communications systems, including command, control, communications, and computer (C4) systems that the Joint Chiefs of Staff and the Air Force use to support Department of Defense goals.

34--Services--This series covers policy and procedures on Services programs and activities. Includes policies and procedures that govern:

-- Child development and youth programs

-- Appropriated fund food service activities

-- Sports, fitness, and recreation

-- Library and entertainment programs

-- Lodging operations

-- Clubs, bowling centers, and golf courses

-- Control of alcoholic beverages

-- Outdoor recreation programs

-- Skills development programs

-- Aero club operations

-- Slot machine and other revenue generating activities

-- Mortuary affairs programs (including military honors)

-- The Services civilian personnel program for nonappropriated fund personnel

-- Use of nonappropriated funds (NAF) to support morale, welfare and recreation programs under the purview of the Air Force Morale, Welfare, and Recreation (MWR) Advisory Board

-- General Air Force Services programs such as patron eligibility, safety, customer affairs, and commercial sponsorship, NAF facility programming, marketing, and publicity, private organization management, and vending programs for the blind on Air Force property

35--Public Affairs--This series covers policy and procedures on public affairs programs by the United States Air Force (USAF) at all levels, and includes:

-- Public affairs management

-- Communication programs to enhance internal and public understanding and support of the USAF mission

36--Personnel--This series covers policy on all aspects of civilian and military staffing (including procuring, promoting, training, and funding). It also covers policy on the Civil Air Patrol. Includes the following topics relating to civilian personnel:

-- Staffing and internal placement

-- Labor relations

-- Equal employment opportunity

- Discrimination complaints
- Merit promotion
- Leave, health benefits, and retirements

Include the following topics related to military personnel:

- Accessions
- Use and classification
- Training and education
- Promotion and evaluation
- Retirements and separations

37--Information Management--This series covers policy and procedures on managing information as a Department of Defense asset from its creation through its disposition. Includes policy on planning, budgeting, training, evaluating, and promoting information management.

38--Manpower and Organization--This series covers policy and procedures on all aspects of staffing, and includes subjects such as:

- Planning, organizing, and using staff
- Improving management
- Increasing productivity
- Handling commercial activities

40--Medical Command--This series covers policy and procedures on all aspects of health and well-being among Air Force personnel. Include the following topics:

- Fitness standards, nutritional allowances and education
- Family advocacy program
- Health promotions
- Smoking and alcohol rehabilitation programs
- Use of animals and human subjects in research and development
- Clinical investigations
- Control of radioactive materials

41--Health Services--Publications in this series give policy and procedures on aeromedical evacuation systems. Include these subjects::

- Moving patients by air
- Handling patients at casualty staging, patient in-transit, and medical treatment facilities (MTF)
- Caring of patients aboard aircraft
- Operating MTFs, including medical centers, hospitals, and clinics
- Caring for eligible personnel

- Identifying beneficiaries
- Working with other Services or agencies
- Furthering medical training and education
- Managing and operating the Nutritional Medicine Service
- Managing supplies and logistics systems that are specific to medical operations and for which Medical Service personnel are responsible. Publications treating logistics functions that are not exclusively medical should go in the series covering the specific subject (for example, supply logistics goes in Series 23; civil engineering logistics goes in Series 32).

44--Medical--This series covers policy and procedures on medical professional services. Include these subjects:

- Providing patient care in specialized fields (such as psychiatry and neurology, cardiology, gastroenterology, pediatrics, dermatology, and physical medicine)
- Performing, developing, and interpreting X-ray, fluoroscopic, and related examinations or treatments
- Operating a medical laboratory service
- Managing clinical dietetics (including setting standards of nutritional care and educating patients on dietary restrictions)
- Managing the education and research functions of the Nutritional Medicine Service
- Reviewing care of beneficiaries
- Conducting research

46--Nursing--This series covers policy and procedures on all aspects of nursing services and programs. It offers policy on:

- Administering nursing services
- Using nursing staff
- Setting standards for nursing practice
- Providing and evaluating nursing care in all patient care settings
- Establishing criteria for training and education programs for nursing service personnel and for selecting applicants
- Educating patients
- Managing research activities associated with nursing care and nursing personnel

47--Dental--This series guides policy and procedures on dental services and programs. Include the following subjects:

- Administration of dental clinics and dental prosthetic laboratories
- Dental investigation service
- Prevention of dental diseases

48--Aerospace Medicine--This series covers policy and procedures on all aspects of aerospace medicine. Subjects include:

- Medical investigations of aircraft accidents
- Aircrew and aerospace effectiveness programs (including aeromedical testing, training, and indoctrinating rated and flying personnel)
- Activities of the School of Aerospace Medicine
- Hygiene and sanitation
- Occupational health and hazards
- Control of communicable diseases
- Sanitary control of food and water

51--Law--Publications in this series govern policy and procedures on military law. Include policies on:

- The Judge Advocate General's Department
- The Judge Advocate General's Department Reserve
- Military justice
- Civil litigation
- Compliance with the Law of Armed Conflict
- Military legal affairs
- Civil law for organizations and individuals
- International law
- Delivery of personnel to US civilian authorities for trial

52--Chaplain--This series covers policy and procedures on the Chaplain Service, and includes these subjects:

- Authority, mission, organization, and readiness capability
- Religious programs (including religious services, rites, and education)
- Facilities, funds, and materiel
- Professional records and reports of chaplain service activities

60--Standardization--This series guides policy and procedures on the use of Air Force, Department of Defense (DoD), and government (Federal, state, and local) resources. Includes:

- Funding
- Staffing
- Readiness
- Facilities
- Natural resources
- Participation in combat, contingency, and exercise operations with other Services and US allies

61--Scientific/Research and Development--Publications in this series give policy and procedures on all programs collectively termed the Science and Technology (S&T) program. Includes these subjects:

- Management of research, development, and advanced technology

- Management of Air Force laboratories

62--Developmental Engineering--This series covers policy and procedures on all aspects of developmental engineering, and includes systems, equipment, and supplies; and on engineering programs to improve end items.

63--Acquisition--This series covers policy and procedures on all aspects of the Air Force Acquisition System, including these subjects:

- Starting new acquisition programs

- Modifying existing systems

- Managing acquisition systems to serve operational needs

64--Contracting--This series encompasses policy and procedures governing the contracting for supplies and services the Air Force needs to accomplish its mission. Include policies to ensure that the Air Force contracting system meets customer needs, obtains reasonable prices, and meets all statutory and outside regulatory requirements. Exclude policies that must be published in a supplement to the Federal Acquisition Regulation (FAR). For guidance on contracting regulations, see FAR Subpart 1.3 and Defense Federal Acquisition Regulation Supplement 201.3.

65--Financial Management--This series covers policy and procedures on all aspects of financial management, including these subjects:

- Accounting and finance

- Budget, cost and economic analysis

- Internal controls

- Auditing, and audit follow-up

71--Special Investigations--This series covers policy and procedures on all aspects of the Air Force Office of Special Investigations, including criminal, counterintelligence, and special investigative service.

84--History--This series covers policy and procedures on the handling of historical information to aid the Air Force in policy planning and decisions. Includes these subjects:

- Collecting, preserving, organizing, retrieving, interpreting, and using historical information

- Providing research and reference services for commanders, staff, and others

- Collecting and preserving historical data during peacetime, wartime, contingency operations, and readiness exercises.

- Researching and writing of special studies, monographs, books, and periodic histories with supporting documentation.

- Conducting oral history interviews.

- Managing micrographic and computerized data retrieval systems.

- Managing permanent historical repositories and archives.

90--Command Policy--This series covers policy that senior Air Force leadership create. Includes policies on:

- Organizational strategic planning
- Policy formulation
- Performance measurement
- The Inspector General
- Liaison with Congress

91--Safety--This series covers policy and procedures on administering the Air Force Nuclear Systems Surety and Safety Programs, and includes these subjects:

- Monitoring, analyzing, and evaluating all phases of nuclear weapon design, operations, maintenance, modifications, and logistical movements
- Preventing nuclear accidents or incidents
- Overseeing ground-based nuclear reactor systems
- Reviewing procedures for nuclear power systems and the space or missile use of radioactive sources
- Setting safety rules all operations with nuclear weapons and nuclear weapon systems
- Identifying and eliminating hazardous practices and conditions
- Investigating and reporting mishaps
- Creating reporting forms and procedures
- Analyzing and evaluating mishap reports
- Recommending measures to prevent mishaps
- Providing safety education
- Maintaining records of statistical mishap prevention data
- Ensuring flight, missile, ground, space, and explosive safety

99--Test and Evaluation--This series covers policy and procedures on test and evaluation (T&E) in the Air Force. Includes:

- Planning, conducting, and reporting all types of T&E
- Managing T&E (including handling resources and investment in the T&E infrastructure)
- Coordinating T&E with research and development
- Supporting the acquisition process
- Testing major command (MAJCOM) requirements definition

Attachment 3

SERIES TITLES

Subject	Subject Series
Acquisition	63
Aerospace Medicine	48
Chaplain	52
Civil Engineering	32
Command Policy	90
Communications	33
Contracting	64
Dental	47
Developmental Engineering	62
Financial Management	65
Flying Operations	11
Health Services	41
History	84
Information Management	37
Intelligence	14
Law	51
Logistics	20
Logistics Staff	25
Maintenance	21
Manpower and Organization	38
Medical	44
Medical Command	40
Nursing	46
Operations	10
Operations Support	16
Personnel	36
Public Affairs	35
Safety	91
Scientific/Research and Development	61
Security	31
Services	34

Subject	Subject Series
Space, Missile, Command, and Control	13
Special Investigations	71
Standardization	60
Supply	23
Test and Evaluation	99
Transportation	24
Weather	15